

<b>Joint Base Lewis-McChord (JBLM)</b>		
<b>Procedure: Environmental Records</b> <b>Document ID: EMS-265</b>		
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<b>EMS Coordinator</b>	<b>Environmental Division Chief</b>	<b>Original Date:</b> <b>11 July 2003</b>

## PURPOSE

To provide for a system and assign responsibilities for establishment, storage, retention, and disposition of Environmental Management Systems (EMS) records. Requirements for maintaining specific records are established by applicable laws, regulation and policy. Each organization is required to identify and maintain records applicable to their operations. Records provide historical and objective evidence that activities have been performed to standard and that requirements have been met. Organizations must maintain such records, to include evidence of environmental information presented to top management (e.g., meeting minutes, meeting agendas, staff notes).

## APPLICABILITY

This procedure applies to all records pertaining to the EMS, as well as those required by applicable federal, state, and local regulatory requirements.

## DEFINITIONS

**Environmental Program Manager** – An individual in PW ED appointed to manage specific environmental programs and/or plans for media protection and resource conservation including air, groundwater, surface water, soil, cultural resources, pollution prevention, etc.

**Record** — a document, in written or electronic form, that provides evidence of environmental compliance or conformance with an EMS-related requirement. Examples of documents that may be needed to meet environmental record keeping requirements include, but are not limited to, checklists, audit/inspection/quality assurance/quality control findings, preventive and corrective action histories, permits, contract language, meeting minutes, staffing actions, information papers, presentations, agendas, training records (to include those reflecting completion of job specific required training, or ‘competency training’), certificates, and sign-in rosters.

## SUPPORTING DOCUMENTS

<u>Document ID</u>	<u>Title</u>
EMS-100	<a href="#">Environmental Management Manual</a>
EMS-200	<a href="#">Identification of Legal and Other Requirements</a>
EMS-210	<a href="#">Identification of Environmental Aspects and Impacts</a>
EMS-215	<a href="#">Development of Environmental Objectives and Targets</a>
EMS-220	<a href="#">Environmental Management Programs</a>
EMS-225	<a href="#">Environmental Training and Qualifications</a>
EMS-230	<a href="#">Environmental Communications</a>
EMS-235	<a href="#">Identification and Incorporation of Legal and Other Requirements in Contracts and Work Instructions</a>
EMS-240	<a href="#">Document Control</a>
EMS-245	<a href="#">Maintenance and Calibration of Monitoring and Measuring Equipment</a>
EMS-250	<a href="#">Monitoring and Measurement</a>
EMS-255	<a href="#">Preventive and Corrective Action</a>
EMS-260	<a href="#">Internal Audit</a>
EMS-270	<a href="#">Environmental Management Review</a>
JBLM Reg 25-35	<a href="#">Preparing and Publishing Joint Base Lewis-McChord Administrative Publications</a>
Applicable DoD and Service Documents	E.g., <a href="#">DoDD 5015.2</a> , <a href="#">AR 25-400-2</a> , and/or <a href="#">AFI 33-322</a>

## PROCESS

Procedures for maintaining records are established by the Army Records Information Management System (AR 25-400-2), or equivalent Headquarters/Service requirements for non-Army components. Additionally, if not specified in the applicable procedure, environmental records shall be traceable to the activity, product or service involved. When created, records shall be stored and maintained to ensure that they are legible, identifiable, readily retrievable and protected against damage, deterioration or loss.

Retention times for records are as defined in the Army Records Information Management System or in meeting other statutory, regulatory, or policy requirements.

Responsible		Action
Environmental Program Managers	1	Identify and establish record keeping requirements for your program in accordance with regulatory and policy requirements.
	2	Develop and communicate the prescribed format and process in implementing instructions, regulations, and other installation guidance.
Organizations on JBLM and/or supporting JBLM actions and processes	1	Maintain a listing of environmental records and records for all activities that have the potential to impact the environment.
	2	<p>Examples of applicable environmental records:</p> <ul style="list-style-type: none"> <li>• <u>Environmental Policy Statement</u></li> <li>• <u>Preventive and Corrective Action Records</u> – Preventive / Corrective Action Requests (PCARs) and related documents, and status of completion.</li> <li>• <u>Audit, Inspection, and Assessment Records</u> – Records and results of external and internal audits, assessments and inspections, including: <ul style="list-style-type: none"> <li>- EMS certification and surveillance audits, EMS-related results from external audits/inspections such as EPAS.</li> <li>- Internal EMS conformance, EMS-related results from other internal assessments such as the Installation Status Report.</li> </ul> </li> <li>• <u>Environmental Aspects and Impacts Records</u> – Results of periodic aspect/impact analyses, including: <ul style="list-style-type: none"> <li>- Organization List of Processes.</li> <li>- JBLM Significant Aspects.</li> </ul> </li> <li>• <u>Management Review Records</u> – Evidence of environmental information presented to top management (e.g., meeting minutes, meeting agendas, staff notes).</li> <li>• <u>Other EMS-related Records</u> as required by the ISO 14001 standard or determined by the EMS Management Director or Organization.</li> <li>• <u>Training Records</u> – For environmental awareness and competence training</li> </ul>

Responsible		Action
	3	Maintain records as required by JBLM (e.g., in installation Regulation 200-1) and any applicable record system, (e.g., the Army Records Information Management System or Air Force Records Management Program).
		<i>End of Activity</i>

## DOCUMENT REVISION HISTORY

Original Document Issue Date: 11 July 2003		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	8 February 2005	Added entries to Supporting Documents. Revision includes a requirement to maintain records IAW AR 25-400-2 (Army Records Information Management System) and ensure all records are dated.
2	22 June 2007	Updated Owner, Approval Authority and Current Copy location
3	24 June 2013	Updated terminology and Approval Authority. Process changed to recognize record keeping procedures established by senior headquarters through regulation and policy.